



POSITION AVAILABILITY NOTICE

- POSITION/JOB STATUS:** Event Associate, Casual
Event Department / Education and Visitor Services Division
- REPORTS TO:** Events Production Manager
- RESPONSIBILITIES:** Perform all activities related to the efficient and effective operation of the History Center during facility events set-up, execution, and restoration. This includes but is not limited to: ability to handle audio-visual equipment, sound systems, lighting equipment, computers, safe loading and unloading practices, working with vendors and awareness of building and exhibit security/safety. During the event, the Associates will be directed by the Events Production Manager, the Events Crew Chief or Events Manager.
- REQUIREMENTS:** High school education or equivalent required with one year of work experience in event set-ups, execution, and tear-downs preferred. Experience in the entertainment or theatre industry a desired plus. Event Associate must be able to maintain excellence in Customer Service. Excellent organizational and communication skills are required as well as being a self-starter multi-team player with a positive attitude. This position is physically demanding requiring extensive, lifting, bending, walking, and standing.
- HOURS:** Flexibility required – these positions will only be scheduled and work when there are facility events – there is no guarantee of a certain number of hours per week. Events are primarily evenings and weekends with some daylight activities depending upon the events schedule as well as departmental and organizational need.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability or veteran status. Minorities are encouraged to apply.

Please submit resume and/or letter of interest to:
Renee Falbo, Director of Human Resources
The Senator John Heinz History Center
1212 Smallman Street
Pittsburgh, PA 15222
Fax: (412) 454-6358 – E-Mail: hr@heinzhistorycenter.org
Please indicate how you heard of this vacancy.